

SPECIAL BULLETIN

OFFICE OF TRAINING

To: All Training Officers of the Agency

SEMINAR

ON

COMPUTER OUTPUT MICROFILM (COM)

During the past few years there has been a tremendous increase in the use of microfilm as a computer output alternative. This seminar explains the reasons for this and will focus on the COM resources available in CIA. This full day seminar will cover:

I. INTRODUCTION TO COM

- A. Overview of the Technology
- B. Representative Application
- C. Scope of COM Activities in CIA

II. CAPABILITIES OF THE P&PD COM RECORDER (Datagraphix 4561)

- A. Types of Microforms
- B. Reduction Ratios
- C. Output Formatting
- D. Microfiche Titling
- E. Microfiche Indexing
- F. Roll Film Titling and Indexing

III. USING P&PD COM SERVICES

- A. Procedures
- B. From Paper Listings to COM



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C. From On-Line System to COM

D. ODP Technote

IV. SYSTEMS CONSIDERATIONS

A. Advantages and Limitations of
COM as an Output Alternative

B. Combining COM and On-Line

C. COM Systems Considerations

V. COM APPLICATIONS IN CIA

VI. FUTURE OF COM

A. Higher Reduction Ratios

B. Micropublishing

C. COM Graphics

D. Color COM

E. Distributed COM

F. Computer Input from Microfilm

G. Future of COM in CIA Depends on
the User.

This seminar is limited to employees having prior experience with micrographic or computer applications. It will be particularly meaningful as a follow-up to the Introduction to Micrographics Seminar. Personnel presently using computer-generated information should explore this alternative to print-outs and on-line terminals.

DATE: 1 February 1977

PLACE: Room 1A07 Headquarters

TIME: 0900 - 1600

REGISTRATION: Enrollment is limited. Submit Form 73, "Request for Internal Training", to ISAS/MPB, Room 815 Ames Building.

For additional information on course content, call
Micrographics Program Branch on extension [REDACTED] STATINTL